Chapter 10 - Accounts Receivable Master Payment Inquiry - CHK

Accounts Receivable Master Payment Inquiry

The A/R master payment inquiry is used to inquire on all receipts, voided receipts and adjustments on financial orders for a party. It is important to note that all financial information is party driven. You must know which party number (as assigned by the party screen) you want to inquire on. This is also the screen that you will use when you do not know what receipt number you need to void.

Accessing the Initial A/R Master Payment Inquiry:

From the transaction request screen, enter **CHK** in the next tran field and **INQ** in the type field along with the case number that you want to inquire on and press <Enter>.
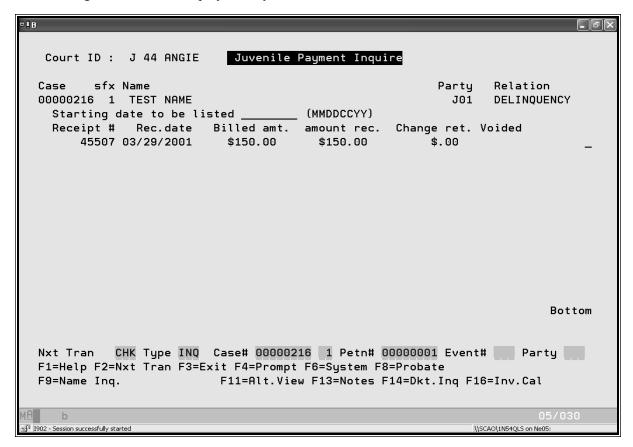
Probate Next Tran Line:

```
NXT  TRAN    P CHK   TYPE INQ    CASE NBR    895019   REC NBR ____
```

Juvenile Next Tran Line:

```
NXT  TRAN     CHK   TYPE INQ    CASE NBR    895019 ___  PET 00000000 EVT ____   PTY 01
```

The following screen will be displayed for you.

```
  Court ID :  J 44 ANGIE       Juvenile Payment Inquire

  Case    sfx Name                                        Party   Relation
  00000216  1  TEST NAME                                  J01    DELINQUENCY
     Starting date to be listed _____  (MMDDCCYY)
     Receipt #  Rec.date  Billed amt.  amount rec.  Change ret. Voided
        45507 03/29/2001    $150.00      $150.00       $.00                   _




















                                                                      Bottom


   Nxt Tran   CHK Type INQ  Case# 00000216  1 Petn# 00000001 Event#     Party
   F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Probate
   F9=Name Inq.          F11=Alt.View F13=Notes F14=Dkt.Inq F16=Inv.Cal
```

Following are the field descriptions for the A/R master maintenance screen.

~Case~

This is the case number that you are inquiring on.

~Suffix~

This is the suffix number of the case that you are inquiring on.

~Name~

This is the name of the party that the A/R master inquiry is on.

Party~

This is the party number that was assigned by the system and the type of party as entered by the data entry clerk for this party.

~Relation~

This is the relation of this party to the juvenile as taken from the party screen.

~Receipt #~

Listed are the receipt numbers that have been issued from payments/adjustments/voids from this party.

~Rec Date~

Listed are the dates for the receipts/adjustments/voids.

~Billed Amount~

This is the total amount applied to this receipt.

~Amount Rec~

This is the total amount received from the party.

~Change Ret~

This is the amount of change returned to the party.

~Voided~

This is the receipt status. If the receipt has been voided the status will say VOIDED. One the receipt that was written to void the receipt, the status will say VOID. The status of an adjustment will say ADJUSTMENT.

Using the CHK screen to inquire on a receipt:

If you do not know the receipt number, you can use the **CHK/INQ** screen to inquire on the receipts.

To access the A/R master payment inquiry screen, insert **CHK** in the next tran field and **INQ** in the type field along with the case number, suffix number and party number and press <Enter>.

Probate Next Tran Line:

```
NXT TRAN   P CHK   TYPE ____    CASE NBR   00000000   REC NBR ____
```

Juvenile Next Tran Line:

```
NXT TRAN     CHK   TYPE ____    CASE NBR   00000000 __  PET 00000000 EVT ____   PTY __
```

You must know the case number for probate cases. Juvenile cases need the case number and the party number. The following screen will be displayed for you.

Place an "X" on the line that appears to the right of the receipt that you want to inquire on and press <Enter>. The system will display the selected receipt.

```
 ▣▐B                                                                    ▢▢▢

        Court ID: J 44 ANGIE        Juvenile Cash Receipt Inquire

        Receipt #:      45507  Paid by:  TEST NAME                 Cashier: TEST
        Case    sfx      Name                          Party Relation
        00000216  1      TEST NAME                         J01 JUV SUBJECT
        Case/Suffix  00000216  1     Respondent Name   TEST NAME
        Code: RST   Description: RESTITUTION              Petn#: 00000002  Evt#:   5
        Qty.   1   Code amt.   $150.00    Ext. amt   $150.00    Paid amt   $150.00



        Cash   amount:      150.00
        Check  amount:                        Check  number:
        Money order:                          Money order #:
        Charge amount:                        Card type:
        Receipt number:       45507           Total applied      150.00
        Date/Time of Add   03/29/2001  13:24  Amount paid        150.00
        Operator: TEST                        ------------------------
        Notes:                                Change


        Nxt Tran   LUP Type INQ  Case# 00045507  1  Petn# 00000001  Evt#      Party
        F1=Help F2=Nxt Tran F3=Exit F4=Prompt F5=Re-prt F6=System
        F8=Probate  F9=Name Inq  F10=Void     F13=Notes F14=Dkt.Inq F16=Inv.Cal

 MA      b                                                        22/032
 I902 - Session successfully started                    \\SCAO\1N54QLS on Ne05:
```
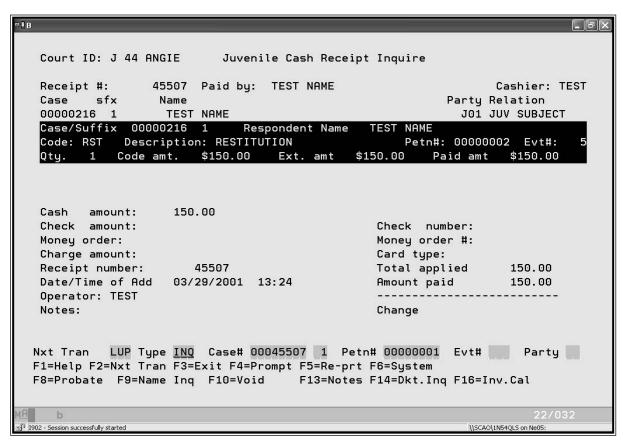
From this screen, you can re-print the receipt by pressing <F5>, or void the receipt if you have the authority by pressing <F10>. Please see chapter 11 for detailed information on this screen and the void process.